

# Actual Enterprise Phase Assignment Wizard

The **Actual Enterprise Phase Wizard** is used to assign an Actual Enterprise Phase.

To open the **Actual Enterprise Phase Assignment Wizard**

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1. Open [Actual Enterprise Phases Gantt Chart](#).
2. Do one of the following:
  - In the chart toolbar, click the **Add New** or **Add Existing** button.
  - In the chart, right-click a selected Actual Enterprise Phase and choose **Add New Sub Actual Enterprise Phase** or **Add Existing Sub Actual Enterprise Phase**.  
The **Actual Person Assignment Wizard** opens.

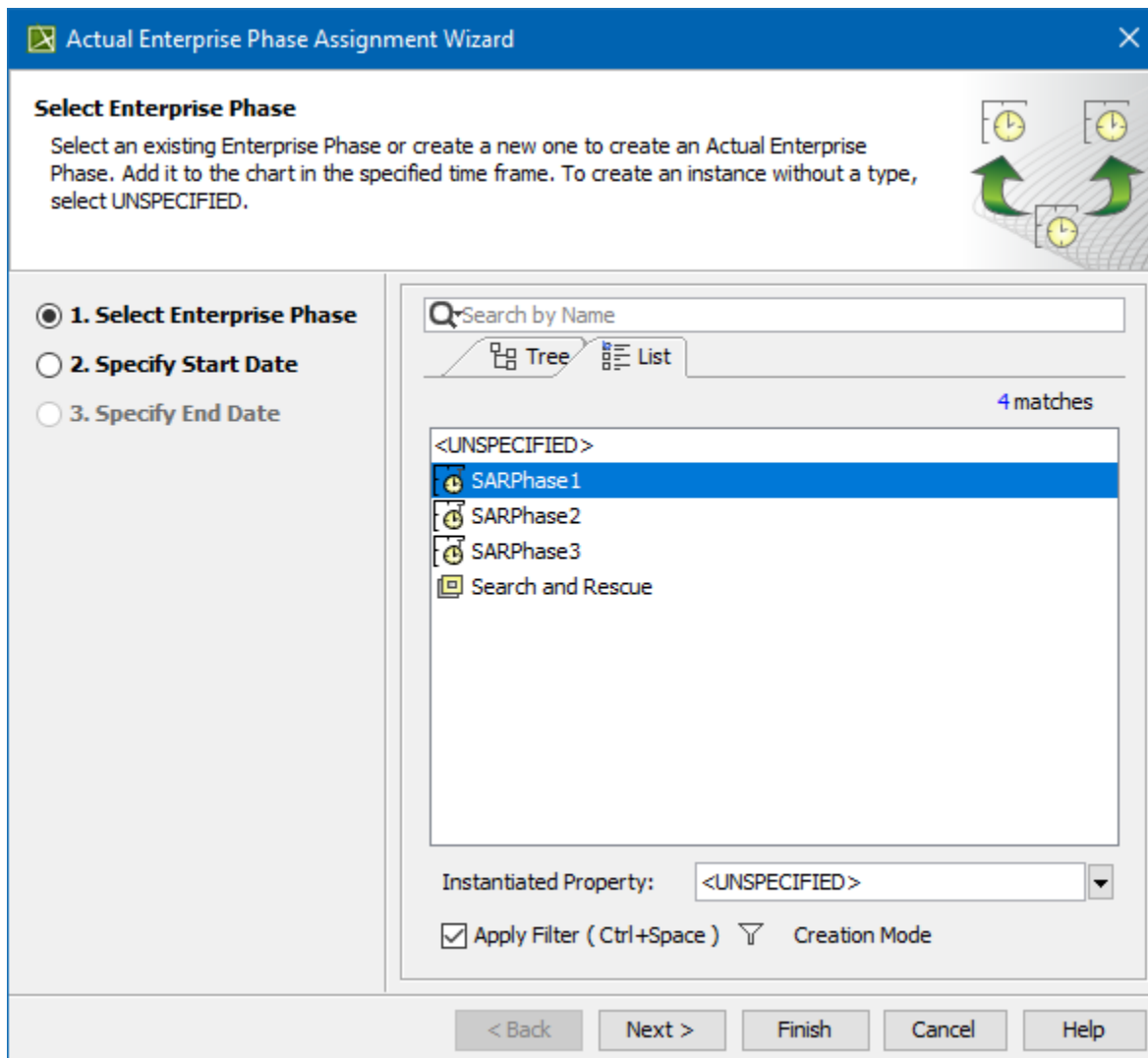
The wizard consists of three steps:

- 1 [Actual Enterprise Phase selection](#)
- 2 [Start date specification](#)
- 3 [End date specification](#)

## Actual Enterprise Phase selection

In this step, you can select an Enterprise Phase in tree available ways:

- Select an existing Actual Enterprise Phase as a type from the suggested list.
- Create a new Actual Enterprise Phase as a type by clicking the **Creation Mode** button.
- Create an instance without a type, choose UNSPECIFIED.



To create an Actual Enterprise Phase

1. In the **Select Enterprise Phase** dialog, click the **Creation Mode**.
2. Select the package where you want to create an Actual Enterprise Phase.
3. Click the **Create** button.
4. In the Specification window of the newly created Actual Enterprise Phase, type its name.

## Start date specification

In this step, you can set the start date (or select the date from the Timeline) when the Actual Enterprise Phase starts.

 more information on setting the day and time, see [Date and Time Settings](#) dialog.

Actual Enterprise Phase Assignment Wizard

### Specify Start Date

Specify Start Date for Actual Enterprise Phase

☐ 1. Select Enterprise Phase
   
☒ 2. Specify Start Date
   
☐ 3. Specify End Date

Select timeline:

Timeline

Set the date and time:

2020-09-01

Change the date format:

YYYY-MM-DD

Date:

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Date:

2020-09-01

Today

Time:

14:44:37

Now

Time zone:

+02:00

Default

< Back

Next >

Finish

Cancel

Help

## End date specification

In this step, you can set the end date (or select the date from the Timeline) when the Actual Enterprise Phase ends.

more information on setting the day and time, see [Date and Time Settings](#) dialog.

Actual Enterprise Phase Assignment Wizard

### Specify End Date

Specify End Date for Actual Enterprise Phase

☐ 1. Select Enterprise Phase
 ☐ 2. Specify Start Date
 ☒ 3. Specify End Date

Select timeline:

Timeline

Set the date and time:

2021-09-01

Change the date format:

YYYY-MM-DD

Date:

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Date:

2021-09-01

Today

Time:

14:46:00

Now

Time zone:

+02:00

Default

< Back

Next >

Finish

Cancel

Help

#### Related pages

- [Working with Actual Enterprise Phases Gantt Chart](#)